

**A GUIDE AND INVENTORY
TO THE
ARCHIVES AND HISTORICAL COLLECTION
OF THE
SEATTLE POLICE DEPARTMENT**

**by
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INTRODUCTION

The Archives and Historical Collection of the Seattle Police Department are based on initial collections developed by Judy deMello, Acting Commander of the Records, Evidence & Identification Section, Assistant Chief Michael D. Brasfield, Retired, and the identification of archival records in the Department's State of Washington Records Retention Schedules.

THE COLLECTION

The collection is divided between The Paper Records and the objects, such as badges, guns, and other solid objects, called The Artifacts.

The Paper Records

<u>File Name</u>	<u>Date Span</u>	<u>Volume in Cubic Feet</u>
Academy File	1938-72	2
Annual Reports File	1909-on	6
Budget & Salary Ordinances File	1927-52	1
Chief of Police Unit File	1978-94	10
Finance & Planning Section File	1988-94	7
Grant File	1969-93	6
Industrial Relations Unit File	1969-84	1
ISD Job File	1974-94	95
Inspections Reports File	1972-94	5
Jail Unit File	1962-78	1
Manual File	1941-92	12
Misc. Bound Volumes File	1918-68	2
Newspaper Clippings File	1920-96	2
People File	1861-95	3
Port Warden Reports File	1909-21	3

9-2-98

Paper Records cont'd.

Public Information Unit File	1923-95	3
Records & Evidence Unit File	1969-90	5
Seattle Police Employees Charity Fund File	1964-83, 1987-89	1
Subject File	1888-1996	27
Water & Air Unit File	1968-79	1

The most useful files are the:

Subject File
People File

The most significant files from all aspects of department operation are the:

Chief of Police Unit File
Finance & Planning Section File
ISD Job File

Each of the above files are preceeded by a Guide and Inventory,

All photos of individuals identified with the Police Department are contained in the People File. All formal Group photos are identified in Watches in the Subject File.

Small quantities of newspaper clippings may be found in the various files. Large collections and scrapbooks will be found in the Newspaper Clipping File.

The Artifacts

The artifacts have not yet been inventoried. However, the following caategories have been established:

Artifacts Collection Inventory
Awards & Plaques Collection Inventory
Drill Team Box Inventory
Film on Reels Inventory
Flat File for Oversized Photos Inventory
Historical Collection of Framed Photos Inventory
Slides (35 mm) Inventory

5-7-99

The Artifacts (cont.)

The Historical Collection of Framed Photos inventory includes an 8 x 10 inch inventory photo of each of the framed photos in sequentially numbered file folders with any additional pertinent information regarding the photo and a sequentially filed compilation of each photo for ready reference or browsing.

In May, 1999, the collection included 101 numbered items; 100 photos and one painting of Chief Fitzsimons. The collections of framed photos will be added to as budget for framing photos is made available.

Badges and other uniform parts and police hardware items have been partially identified and stored as appropriate, but have not yet been formally inventoried.

In time, other records and artifacts will be included in this Guide and Inventory. Lastly, all Archives contained in the Records Retention Schedules will be included in this Guide and Inventory as time permits.

LOCATION

The SPD Archives and Historical collection is located in a 13th floor room and vault and a basement vault in the Public Safety Building.

ACCESS

The collection is under the direct supervision and control of the SPD Acting Commander of the Records, Evidence and Identification Section, Judy deMello.